



CITY OF SAN ANTONIO

P.O. Box 839966
San Antonio, Texas 78283-3966

ADDENDUM II

SUBJECT: Request for Competitive Sealed Proposals for Accounts Payable Invoice Automation Improvement Consultant, (RFCSP 13-087, 6100003224), Scheduled to Close: October 2, 2013;
Date of Issue: August 23, 2013

FROM: Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator

DATE: September 27, 2013

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. II - TO THE ABOVE REFERENCED
REQUEST FOR PROPOSALS**

**THE RFCSP CLOSING DATE IS HEREBY EXTENDED TO MONDAY, OCTOBER 7, 2013,
2:00 PM LOCAL TIME.**

**THE ABOVE MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSALS IS HEREBY
AMENDED AS FOLLOWS:**

1. Replace Link: Contracts Disclosure link in Section 008, Section 013 and on page 59 with the following link: <https://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf>

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS ON COMMUNICATION:

Question 1: How many users do you have participating in the Invoice Payment Process?

Response: Currently, the City has a total of 15 employees participating in the Invoice Payment Process.

Question 2: Can you please provide a description of the solution and departments involved?

Response: Please review Section 004, Scope of Service and associated Exhibit 4, Analysis of As-Is Processes.

Question 3: Can you please provide a description and sample of documents required for the solution?

Response: Most invoices are in a standard invoice format and may be single or multiple pages. Multiple page invoices may be duplexed. The majority are 8 1/2 x 11 with some non-standard smaller sizes, minimal 8 1/2 x 14. Samples would be supplied for testing if required.

- Question 4: What are the document incoming sources (scan, sweep, fax, email)?
- Response: Please see Section 003, page 3 of the RFCSP.
- Question 5: What are the incoming document formats (jpg, tif, pdf, etc)?
- Response: The formats for documents received tend to be .tif or .pdf. When the City receives other formats, they are automatically converted to .tif at scanning.
- Question 6: What format needs to be retained in the system (do documents need to be converted)?
- Response: The format for documents retained in the system should be .tif or .pdf for storage.
- Question 7: Are the invoice documents received in color (if yes, what percentage)?
- Response: Currently very minimal amounts of yellow or pink invoices are received.
- Question 8: Does the color copy need to be retained or dropped out?
- Response: The City of San Antonio does not require images to be in color.
- Question 9: How many indexing stations are available?
- Response: The Accounts Payable Staff has 16 workstations that have the capacity to index and have the current indexing software installed.
- Question 10: How many scan stations are available?
- Response: The Accounts Payable Staff currently has 1 scan station.
- Question 11: What is the hardware model of scanners?
- Response: The scanner is a Canon DR-9050C.
- Question 12: How many keyword fields are being keyed?
- Response: Please see Exhibit 4, page 34 of the RFCSP.
- Question 13: What is the number of characters per keyword field?
- Response: The number of characters per keyword field varies per field, max = 16.
- Question 14: How many documents per day/week/month/year?
- Response: Please see Section 003, page 2 of the RFCSP.
- Question 15: How many pages per document?
- Response: This information is currently not available.

Question 16: Is there any validation against a database or third party system?

Response: During indexing certain fields perform lookups against SAP data. Please see Exhibit 4, page 34 for details.

Question 17: Is validation required for solution?

Response: Respondents are required to complete Attachment E Business & Functional requirements.

Question 18: Is an SLA or turnaround time needed for documents to be indexed and verified?

Response: Respondents submitting proposals will be asked to analyze known deficiencies and desired improvements, as well as bring their own knowledge of recommended best practices in automated invoice processing, particularly with SAP as the financial system of record. Results of workshops and interviews which include the current state, can be found in Exhibit 4: Analysis of As-Is Processes.

Question 19: Where would you prefer Exhibits 2 & 3 be included? Would you like these listed under the Additional Project Documents section?

Response: Exhibit 2 and 3 do not need to be returned with your response. Both exhibits are merely for reference only.

Question 20: Are you looking for detailed responses to Exhibits 4 & 5 or are these for information purposes only?

Response: Exhibit 4 and 5 do not need to be returned with your response. Both exhibits are merely for reference only.

Question 21: Attachment E is mentioned in 2 places. Should it be completed / returned as part of the Proposed Plan or under Additional Project Documents?

Response: Attachment E is posted as a separate document and should be returned as part of your proposal. Please see page 9, Section 008, Proposal Requirements, for details.

Question 22: On page 9 of 65, the RFCSP states that if submitting a hard copy proposal we must submit one original and one CD with PDF copy of the entire proposal. But on page 10 of 65 it states need to submit total of 14 hard copies, 1 original signed in ink, and 1 CD of the entire proposal. Which of the two proposal submission requirements is correct?

Response: For this particular solicitation a total of 14 copies are required. No elaborate binding is required. You may place proposal inside a three ring binder or other securely bound fashion. The use of recycled paper and materials is encouraged. Unnecessarily elaborate brochures, artwork, bindings, visual aids, expensive paper or other materials beyond that sufficient to present a complete and effective submission are not required. The City highly encourages double sided printing.

Question 23: In the interest of moving towards a paperless solution, would the City of San Antonio be willing to accept an electronic submission via email, CDs or Flash Drives rather than any paper copies?

Response: For this particular solicitation only hard copy proposals, as stated in Section 010, Submission of Proposals, will be accepted. The requirements include a full copy of your proposal on a compact disk (CD) containing an Adobe PDF version of the entire proposal.

Question 24: If my company is not awarded the RFCSP will we still have to participate in the Mentorship program?

Response: Per the attachment F 'Mentorship Incentive Commitment form', a firm is committing to serve as a Mentor in the City of San Antonio Mentor Protégé Program by signing the form. The firm will be placed in a Mentor pool for a period of two (2) years, beginning from the date below, even if it is not selected for contract award.

Question 25: The link on page 9 for the Contracts Disclosure Form, Attachment C is returning an error, can you please verify that the link is correct?

Response: Please replace the link in the RFCSP with the following:
<https://www.sanantonio.gov/eforms/atty/ContractsDisclosureform.pdf>

Question 26: Can COSA provide any project expectation dates after the Oct 2, 2013 proposal date? For example: Onsite vendor assessment & demonstrations, Estimated RFP decision date, Estimated project start date.

Response: The following is the anticipated timeline, which is subject to change:

RFP Due Date	October 7 (Updated)
Evaluation Period	
Evaluation Team Meetings Commence	October 14
Tentative Onsite Vendor Interviews	November 1-15
Notification Letters to Vendors	November 25
Target City Council Date	January 2014
Estimated Project Start Date	Spring 2014

Question 27: Will COSA provide a listing of Kofax & FileNet components currently licensed, including the quantities?

Response: Below is a list of currently licensed Kofax and FileNet components and quantities:

Kofax

Production

1. 10 concurrent station
2. VRS Production
3. PDF+TXT 900K/Year
4. Image Volume 1M/Year

QA

1. 3 concurrent station
2. VRS Workgroup
3. PDF+TXT 60K/Year
4. Image Volume 300K/Year

Development

1. 3 concurrent station
2. VRS Workgroup
3. PDF+TXT 60K/Year
4. Image Volume 300K/Year

Legacy

1. PDF+TXT 300K/Year
2. Image Volume 300K/Year
3. 1 Full Station

FileNet

1. IBM FileNet Business Process Manager Add-On Authorized User Value Unit Annual SW Maintenance & Support Renewal, Part # E04Y6LL, Quantity 857
2. IBM FileNet Content Manager Authorized User Value Unit Annual SW Maintenance & Support Renewal, Part # E0501LL, Quantity 857
3. IBM InfoSphere Enterprise Records Add-On Authorized User Value Unit Annual SW Maintenance & Support Renewal, Part # E052QLL, Quantity 838
4. IBM FileNet Application Connector for SAP-J2EE User Value Unit Annual SW Maintenance & Support Renewal, Part # E04VULL, Quantity 224
5. IBM InfoSphere Content Collector for File Systems User Value Unit SW Maintenance & Support Renewal, Part # E05NZLL, Quantity 1154
6. IBM InfoSphere Content Collector for E-mail User Value Unit SW Maintenance & Support Renewal, Part # E05P3LL, Quantity 4
7. IBM FileNet Content Manager External User Value Unit Annual SW Maintenance & Support Renewal, Part # E0503LL, Quantity 5000

FileNet consists of a Development, Quality Assurance and Production environment.



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